

Minutes of the Hunter New England Local Health District Board

Fifty First Meeting

17th February 2016

Venue: District Headquarters

Present

Associate Professor Lyn Fragar (Chair), Mrs Janelle Speed , Dr Helen Belcher, Ms Lyn Raines, Mr Brad Webb. Dr Felicity Barr, Mr Ken White, Dr Bruce Bastian, Dr Ian Kamerman, Mr Fergus Fitzsimons and Mr Peter Johnston

Apologies

Mr Michael DiRienzo and Professor Trevor Waring

In Attendance

Ms Karen Kelly, Ms Susan Heyman, Ms Liz Grist, Dr Tim Stanley and Ms Desiree Chymiak

Order of Business: 1.1 – 112; 3.3.1; 1.3-3.2; 3.4-9.3

BUSINESS OF THE MEETING

Tour

The Board were given a tour of the High Dependency Unit and the Interventional Neuro Radiology Department at John Hunter Hospital led by Ms Debbie Bradley General Manager John Hunter Hospital.

PRELIMINARY

1.1 Welcome, Apologies and Acknowledgment of Country

The Chair, Associate Professor Lyn Fragar opened the meeting at 8.30am.

The Chair ACKNOWLEDGED the traditional owners of the country on which the meeting was held and elders past and present.

The Board noted Professor Trevor Waring's resignation from the Board. Thanks and appreciation to Professor Waring for his commitment to the Board was NOTED and a letter of appreciation will be prepared with contributions from Board members.

ACTION BY: Board Chair and Board members

1.2 Conflicts of Interest

Mr Ken White advised that he has a potential conflict of interest with items involving Gloucester Aged Care, in his role on the Board of Anglican Care.

Mr Fergus Fitzsimons advised that he has a potential conflict with regards to Primary Health Networks, in his role with Centacare.

Mr Brad Webb advised that he has taken up a consulting role to NSW Health Pathology.

1.3 Adoption of Minutes

The minutes of the meeting held on the 16th December 2015 had been circulated.

The minutes were ADOPTED by the Board. The minutes will be published on the Hunter New England Health internet site.

ACTION BY: Ms Desiree Chymiak

1.4 Action List

Progress on action items was NOTED by the Board.

1.5 Board Chair Report

The Board Chair reported that she had attended part of the Bureau of Health Information Board meeting last week, in relation to her role as Chair of an Expert Advisory Group.

1.6 Chief Executive's Report

The Chief Executive's report had been circulated in the business papers. The Acting Chief Executive Karen Kelly spoke to items in the report. The report addressed the following:

- Update on the Tamworth General Manager position.
- Update on Armidale Hospital Redevelopment.
- Update on Maternity services at Tamworth and Armidale hospitals.

It was AGREED that a report be prepared for the Board. .

ACTION BY: Chief Executive

- Expression of interests for the Primary Health Network.
- Announcement of the new Chief Executive of NSW Ambulance Service.
- Update on the Hunter Infrastructure and Investment Fund.
- Update on the Calvary Mater Hospital Service Agreement.

It was RESOLVED that the Board would like to see future Service Agreements with the Calvary Mater Hospital negotiated and signed within the first two months of the financial year.

ACTION BY: Chief Executive

The report was DISCUSSED and NOTED by the Board.

COMMUNITY – THE PEOPLE WE SERVE

2.1 Community and Consumers Partnership Committee Minutes

The minutes from the 15th December 2015 meeting had been distributed in the business papers with a covering brief.

The minutes were NOTED by the Board.

Dr Helen Belcher advised that the February meeting was held on the day preceding the Board meeting and reported the following from that meeting:

- The Terms of Reference and charter are currently being updated and will be provided to the Board once complete.
- The Choosing Wisely campaign is being pursued.
- The End of Life program being pursued.
- Local Health reports are now available.
- The Board to note the dates for the forums for 2016.

2.2 Social Determinants of Health Committee Minutes

There were no minutes for this meeting.

2.3 New Business

There was no new business relating to COMMUNITY – THE PEOPLE WE SERVE for this meeting.

2.4 For Information

2.4.1 Community Health Governance – Impact on Data Collections

A paper had been distributed in the business papers.

The paper was NOTED by the Board. The Board acknowledged the large number of Data collection elements within CHIME and the impact on Clinicians. The issue will be raised with the MOH at the LHD Performance Review Meeting.

ACTION BY: Ms Susan Heyman

SERVICE – THE SERVICE WE PROVIDE

3.1 District Clinical Council Minutes

There were no papers for this meeting.

Dr Bruce Bastian summarised key issues raised at the meeting held in the previous week. There was discussion around the difficulty for remote Council members to participate fully, and possible solutions.

The Board AGREED that unconfirmed draft minutes are to be distributed to the Board in their business papers to meet timeframes.

3.2 Medical Staff Executive Council Report

There were no papers for this meeting.

Dr Tim Stanley reported that he has contacted the Chairs of each of the Clinical Councils and is working with them around engagement with all hospitals.

3.3 New Business

3.3.1 Expansion of High Dependency Bed Capacity at John Hunter Hospital

A paper had been distributed in the business papers. This was relevant to the tour of the John Hunter Hospital.

The paper was NOTED by the Board.

3.4 For Information

3.4.1 Letter to Peter Wakeford

A letter sent to Dr Wakeford on his retirement paper had been distributed with the business papers.

The letter was NOTED by the Board, and the Board ACKNOWLEDGED the contribution made by Dr Wakeford in his many years of service at Tamworth Hospital.

3.4.2 Order of Australia – Dr Mary Foley

A brief had been distributed with the business papers.

The paper was NOTED by the Board.

3.4.3 Australia Day Honours List for Hunter New England Local Health District

A paper was distributed with the business papers.

The paper was NOTED by the Board and the Board ACKNOWLEDGED the contributions made by each recipient.

SAFETY AND QUALITY – EXCELLENCE – EVERY PATIENT, EVERY TIME

4.1 Health Care Quality Committee Minutes

There were no papers for this meeting.

4.2 Patient Story

The patient story had been circulated in the business papers and was DISCUSSED and NOTED by the Board.

4.3 New Business

There was no new business relating to SAFETY AND QUALITY for this meeting.

4.4 For Information

4.4.1 Clinical Excellence Commission Year in Review

A paper had been distributed in the business papers. The paper was NOTED by the Board. There was preliminary discussion relating to district priorities for the work program of the CEC. Matters that had been addressed earlier in the meeting included:

- Community Health Governance and Data requirements
- The RCA processes

These will be discussed by the Executive Leadership Team and referred back to the Board.

ACTION BY: Chief Executive.

4.4.2 Membership Expression of Interest for the Boards of the Agency of Clinical Innovation and Clinical Excellence Commission

A paper had been distributed in the business papers. The paper was NOTED by the Board.

RESOURCES – MANAGING OUR SERVICES WELL

5.1 Finance and Performance Report

The Finance Management reports for the month ending December 2015 had been circulated in the business papers.

The Board DISCUSSED and NOTED the Finance and Performance Report.

5.2 Finance and Performance Committee Report

The minutes from the meeting held on the 15th December 2015 had been circulated in the business papers.

The minutes were NOTED by the Board.

5.3 Audit and Risk Management Committee

The minutes from the meeting held on the 17th December had been circulated in the business papers.

The minutes were NOTED by the Board.

5.4 Work, Health and Safety Report

The report was distributed in the business papers.

The report was NOTED by the Board.

5.5 New Business

There was no new business relating to RESOURCES – MANAGING OUR SERVICES WELL for this meeting.

5.6 For Information

There was no new information relating to RESOURCES – MANAGING OUR SERVICES WELL for this meeting.

POSITIONING FOR THE FUTURE

6.1 Innovation and Research Report

There were no papers for this meeting.

6.2 New Business

There was no new business relating to POSITIONING FOR THE FUTURE for this meeting.

6.3 For Information

6.3.1 National Health Reform Processes

A paper had been distributed in the business papers.

The paper was NOTED by the Board.

6.3.2 Manning Hospital Service Statement

A paper had been distributed in the business papers.

The paper was NOTED by the Board.

6.3.3 Armidale Hospital Redevelopment Final Business Case

A paper had been distributed in the business papers.

The paper was NOTED by the Board.

6.3.4 Muswellbrook Hospital Redevelopment

A paper had been distributed in the business papers.

The paper was NOTED by the Board.

6.3.5 Manning Hospital Redevelopment

A paper had been distributed in the business papers.

The paper was NOTED by the Board.

6.3.6 Clinical Services Plan for Inverell Health Service

A paper had been distributed in the business papers.

The paper was NOTED by the Board.

OUR STAFF AND WORKPLACE CULTURE

7.1 Medical and Dental Appointments Advisory Committee

A paper had been distributed in the business papers.

The paper was NOTED by the Board.

7.2 Workforce Report

The report was distributed in the business papers.

The report was NOTED by the Board.

7.3 New Business

There was no new business relating to OUR STAFF AND WORKPLACE CULTURE for this meeting.

7.4 For Information

7.4.1 Aboriginal Artwork

A paper had been distributed in the business papers.

The paper was NOTED by the Board.

BOARD DEVELOPMENT

8.1 Board Performance Report

The Chair reminded members that it had been agreed that the Board would identify priorities for the annual work plan of each committee around June of each year. To this end it was AGREED that the Board will consider priorities according to a schedule for the next four Board meetings. The Chair will provide the schedule.

ACTION BY: Chair

8.2 Board Members Development Report

The meeting considered the remaining Board Education subjects for the current year and AGREED on the following schedule:

| | | |
|-------------|--|--|
| April 2016 | Community and consumer engagement | Lyn Fragar |
| June 2016 | Clinical Governance Session 3 | Lyn Fragar Helen Belcher Anne Duggan |
| August 2016 | How do successful agencies undertake key governance tasks? | Lyn Fragar to research |

8.3 New Business

There was no new business relating to BOARD DEVELOPMENT for this meeting.

MEETING REVIEW AND FEEDBACK

9.1 Members Issues Not Covered Elsewhere

- Dr Bruce Bastian reported that the next meeting of the Clinical Council of NSW Pathology will be held on 2 March.
- The Chair advised that she plans to take leave from 17 March to 5 April during which time Dr Felicity Barr will act as Chair.

9.2 Feedback from the December Meeting

Feedback from the December meeting had been circulated with meeting papers

The feedback was NOTED by the Board

9.3 Next Meeting

The next meeting will be held on the 16th March 2016 at Maitland Hospital.